



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

March 2, 2018

MEMORANDUM TO: Pre-Bid Attendees

FROM: Carolyn T. Huskins
Division Proposals Engineer

SUBJECT: Pre-Bid Minutes for Litter and Debris Removal and Recycling on Primary and Secondary Roads for: Alamance County, D7POC231; Caswell County, D7POC232; Orange County, D7POC228; Rockingham County, D7POC217

DocuSigned by:

Carolyn T. Huskins

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On February 28, 2018, a Pre-bid Conference was held in the Division Office with the following people in attendance:

Carolyn Huskins	Division Proposal Engineer
Jeremy Delapp	County Maintenance Engineer, (CME) Rockingham County
John Howell	County Maintenance Engineer, (CME) Alamance & Caswell Counties
Tommy Byrd	County Maintenance Engineer, (CME) Orange County
Renee Saul	Technician
Chris Taylor	Mac Contracting
Jessy Wyatt	MHC Contracting
Christopher Pratt	Johnathan Pratt Landscaping
Janielle Carpenter	C & C Lawn and Gardening Services
Dyrell Hardy	The Lawn Shark
Phil Marsh	Green Revival Landscaping
Rodrick Jackson	Season to Season Contracting, LLC

Carolyn Huskins introduced herself, Renee Saul, and Jeremy Delapp, John Howell and Tommy Byrd, the County Maintenance Engineers who will be responsible for Rockingham, Alamance/Caswell and Orange Counties respectively.

Carolyn distributed copies of the "Award of Contract" provision, which was omitted from the Alamance County (D7POC231) proposal, the drawings for litter pickup, the Litter/Debris Removal and Recycling Report, and bid tabulations from a prior year for a

Rockingham County contract, which is the only bid tabulation available. Prior to this year, the Department of Corrections (DOC) was responsible for litter/debris pick-up.

The “Award of Contract” provision shall be included as a part of the Alamance proposal package delivered for bidding purposes. The drawings and the report shall be included as a part of all proposal packages delivered for bidding purposes. The Bid tabulations are for information only and do not have to be returned with proposal packages.

Carolyn Huskins reviewed the Proposal and stressed the following items:

- All questions from bidders must be asked during today’s meeting. No questions will be answered after the meeting except for those related to bid execution. Carolyn asked that all questions be held until the end of the meeting.
- This is a Mandatory Pre-Bid Conference. Individuals attending shall be an officer or permanent employee of the company. The individual shall be representing only one company. The Pre-Bid Minutes **shall** be included with the proposal package delivered for bidding. Addendum #1 **shall** be acknowledged by bidders on the appropriate page in the proposal. Bids received without required items included and/or Addendum not acknowledged will be considered non-responsive and will not be read publically or considered for award.
- Instructions to Bidders:
 - #1: Return the entire proposal with your bid.
 - #3: Unit prices shall be rounded Two-decimals. Do not put penny bids on any line.
 - #7: The bid shall be properly executed, the name of individual or representative Submitting bid and position or title held shall be circled.
 - #11: Ensure all indicated information is noted on the front of sealed envelope and delivered to the street address. Bid packages will no longer be accepted at the PO box.
- Bids will be accepted only from Contractors who are certified as a Small Business Enterprise (SBE) prior to submitting a bid.
- The contract will be from April 2, 2018 thru April 1, 2019.
 - Alamance, Caswell and Orange counties are on an as-needed basis. Rockingham County calls for 5 10-week cycles with the lists of both primary and secondary roads provided.
 - Contractor shall not close lanes of traffic or work outside of the noted hours.
 - Contractor shall begin work within five (5) working days of notification. If the Contractor fails to begin work within the allotted five (5) days, liquidated damages of \$100 will be charged to the Contractor beginning the sixth (6) calendar day and will continue to accrue until the Contractor begins work.
- The contract quantities are estimated quantities established for bid purposes only; actual quantities may vary.
 - The contract may be extended up to two (2) additional years at the option of NCDOT and upon agreement by the Contractor with a 3% increase in unit prices each year of the extension.

- The contractor shall complete the Litter/Debris Removal and Recycling Report and submit both paper copy and the on-line report. The web page address is included within the proposal in the “Reporting and Documentation” special provision.
- The award of the contract will be not be made until 31 days after the bid opening because NCDOT must first offer the contract to the Department of Corrections, upon the same terms and conditions as the most favorable bid received for each county’s proposal.
- The Contractor shall use blue bags for the collection of any recyclable materials.
 - All recyclable material collected shall be disposed of at any approved commercial recycling facility.
 - All litter/debris and recyclable material collected shall be removed from the right-of-way prior to the end of the day. No waste bags are to remain overnight.
 - Vehicles used for removal shall not be parked on the roadway or median shoulders.
 - In the event that the litter/debris removal falls within an active NCDOT construction project, that portion may be deleted or delayed until the completion of the construction project.
 - The Contractor shall submit weigh tickets to the CME with the contractor’s invoice.
 - The Contractor shall have a minimum of one (1) NCDOT Certified Work Zone Supervisor present on the project any time a lane or shoulder is closed. All flaggers shall be qualified by a NCDOT approved training agency.
 - Contractor crews shall wear ANSI compliant Class II safety vest, shirts with sleeves, long pants and ANSI compliant safety glasses. Personnel are representing NCDOT in work areas and shall dress accordingly.
 - Side by side vehicles **may** be approved by Engineer, however no 4-wheelers will be allowed. All vehicles shall be identified with the company name and telephone number and shall have the Debris Pickup sign (detail included in proposal) mounted on the vehicle such that it is easily read.
- The DBE-IS form shall be submitted with each invoice for payment. Payments will not be processed until DBE-IS forms are received.
 - Contractor shall submit a litter report on-line (daily) as well as a paper copy (with each invoice). Ken Taffer will provide the low bidder with a pick up key for submitting their amounts on-line. Carolyn Huskins showed the page on the website.
- The pre-bid minutes shall be considered Addenda 1 and shall be acknowledged in the proper area on the Addenda page.
 - The pre-bid minutes shall also be printed and attached to the proposal which is submitted for bidding purposes.

Questions and Answers

Do blue bags have to be used for both trash & recyclables?

Blue bags shall be used for recyclables, but it does not matter what color bags are used for trash, as long as Contractor can distinguish between recyclable and trash bags.

How do you know the quantities for figuring the amount to bid?

The quantities that are estimated in each proposal are a good guideline to use. There is a possibility that any given road will need to be picked up more than once.

How many personnel are needed to start when called?

It is not specified in any of the proposals, but you need to start with a large enough crew to finish the job in a reasonable amount of time in a safe manner. For Rockingham County, the work schedule can be planned so that all work is done on a 10-week cycle.

What needs to be picked up?

Any and all items other than dead animals, including but not limited to vehicle parts, mattresses, ladders, etc.

How far from shoulder should trash be picked up?

Rule of thumb: if you can see it from the road, it needs to be picked up. Use the mow line/ tree line/ fence line as a guideline. Contractor is not expected to pick up down steep fill sections behind guardrail. Any areas within sightline should be picked up.

Can the Contractor that is awarded start work immediately upon waiting the 30 days for the Department of Corrections?

No. The awarded Contractor will not be sent the Notice of Award until the 30-day period given to the Department of Corrections (DOC) is over. Certificate of insurance has to be provided and a PO has to be issued. The quicker a proper ACORD form is received, the quicker a Purchase Order can be issued, the quicker the Contractor can go to work. Should the DOC notify NCDOT that they are not interested in the work before the 30 days expires, an award letter will be provided earlier.

The pre-bid meeting was concluded and dismissed at 2:12 p.m.